



A. PRIVACY POLICY

Approved: 03 November 2021

PURPOSE OF THIS POLICY

To ensure that all Club Officials who are responsible for handling personal and/or health information do so in a manner that protects every individual's right to privacy.

DEFINITIONS

Board – is the Committee of Management.

POLICY

The Morwell Golf Club Board is fully committed to protecting everyone's right to privacy. Club officials, in collecting information, will comply with all aspects of the Victorian Information Privacy Act 2000 and the Health Records Act 2001.

It is the Board's responsibility to ensure that relevant Club officials are familiar with their obligations under the Acts and that the handling of both personal and health information is done so in accordance with the law.

In particular:

- i. The Morwell Golf Club will only collect personal and health information that is required for its activities.
- ii. Information will be collected if the individual consents, if the collection is required or authorised by or under an Australian law, and / or when the Club reasonably believes that the collection, use or disclosure is necessary to lessen or prevent a serious threat to life, health or safety of any individual, or to public health or safety.
- iii. Information will only be used for the purpose for which it was collected.
- iv. If information is to be used for other purposes other than those for which it was collected, agreement will be sought beforehand.
- v. Information will only be accessed by on a need-to-know basis and for a purpose for which it was collected.
- vi. Information will be securely stored.
- vii. Information shall be kept up-to-date.
- viii. Information will be destroyed if it is no longer needed for any purposes.



Collection and Consent

- i. Information collected on the Club's Membership Application is used for the purposes of validating the Membership Type, determining the meeting of criteria for various events, for distribution of member notices, for validation of the Members' access to the Club's Web Portal, and for the provision of required information to various bodies such as Golf Australia for purposes such as Affiliation Fees.
- ii. Any financial information collected is for the purposes of invoicing and collection of payments due to the Club, or reimbursement of approved expenses / wages to the Member / Employee.
- iii. Health information and Emergency Contact information collected by the Club is used should first aid or other treatment be required by the Member.
- iv. Should a person be unable to use any mandated QR code check-in system, the Club shall manually collect the required data and store for only the necessary time.
- v. Vaccination information is collected by consent or by direction to do so. The Club shall only use the information collected for the purpose of complying with its obligations relating to vaccinated / unvaccinated workers and people who attend the Club, or for the secondary purposes where the use or disclosure is required or authorised by or under an Australian law or a court / tribunal order, or it is necessary to lessen or prevent a serious threat to the life, health or safety of any individual, or to public health or safety.
- vi. Certificates, reports, resumes and other employment information shall be used by the Club to validate employee / volunteer credentials.
- vii. Any consent must be signed by a parent / guardian should the Member be under 18.
- viii. If there is a request for member data for alternative reasons, permission must be sought first eg an equipment supplier wants to send out advertising material.
- ix. Should the Club wish to take and use photographs in the Club Newsletters / website / Facebook, permission shall be sought beforehand.

Storage and Access to Information

- i. Information required by external bodies for the purposes above, will be stored on their systems.
- ii. Information stored by the Club will be stored securely and centrally, and in confidence.
- iii. Only those officials who are required to administer tasks will be provided with member information and they will only receive information about the people they need to.

Working with Children/ Police Check Reports

- i. This information can contain sensitive information and is handled by a designated and responsible person within the Club. Information provided in these reports is strictly confidential and will only be brought to the attention of the Board when the report content requires some action.